



Justification for Hire-On Incentive

Applicant Name	Z Number	Manager	Group
Job Title	Job No.	Series Level	
Applicant's Current Salary	Proposed LANL Salary		

These criteria must be met:

- The external applicant has unique knowledge, experience, and/or skill essential to the success of LANL programs.
- There is difficulty recruiting applicants with this particular unique knowledge, experience, and/or skill over a period of time.
- There is reason to believe that the applicant will not accept the offer without this incentive.

Justification: (Address criteria above and include data such as unique skills possessed by external applicant, specifics on competing offers, current geographical location of the applicant, and applicant's current salary.)

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Payments

Total Payment Amount: \$			
Type of Payment Schedule (<i>check one</i>)			
<input type="checkbox"/> Single lump sum payment within 30 days of start date			
<input type="checkbox"/> 1 payment within 30 days of date of hire and 1 payment 6 months after date of hire*			
* Generalists - Please make 2 copies of this form and forward one to payroll now. Mail second copy to payroll when second payment is due.			
* Payroll - Please pay one-half Total Payment Amount.			
Cost Center	Cost Account	Program Code	Work Package
FIN Account: 6C093			

Signatures

Group Leader	Date
Division Director	Date
DLD/ALD	Date
HR Generalist	Date